

Sutton Parish Council Bank Reconciliation

Financial year ending 31 March 2026

Bank Statement Date:

31st January 2026

Balance per bank statements as at 31st March 2026

Unity Trust Current Account	£	5,302.60	
Unity Trust Deposit Account	£	24,554.43	
			£ 29,857.03

Less: Unpresented
Payments

Net balances at 31 March 2026

£ -

£ 29,857.03

Cashbook

Opening balance at 1 April 2025	£	26,414.84
Add: Receipts	£	56,083.61
Less: Payments	£	52,641.42
Closing Balance 31 March 2026	£	29,857.03

£ -

Sutton Parish Council IT Policy

1. Introduction

Sutton parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Sutton parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Sutton parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Sutton parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Sutton parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Sutton parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Sutton parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Sutton parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Sutton parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Sutton parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Sutton parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk

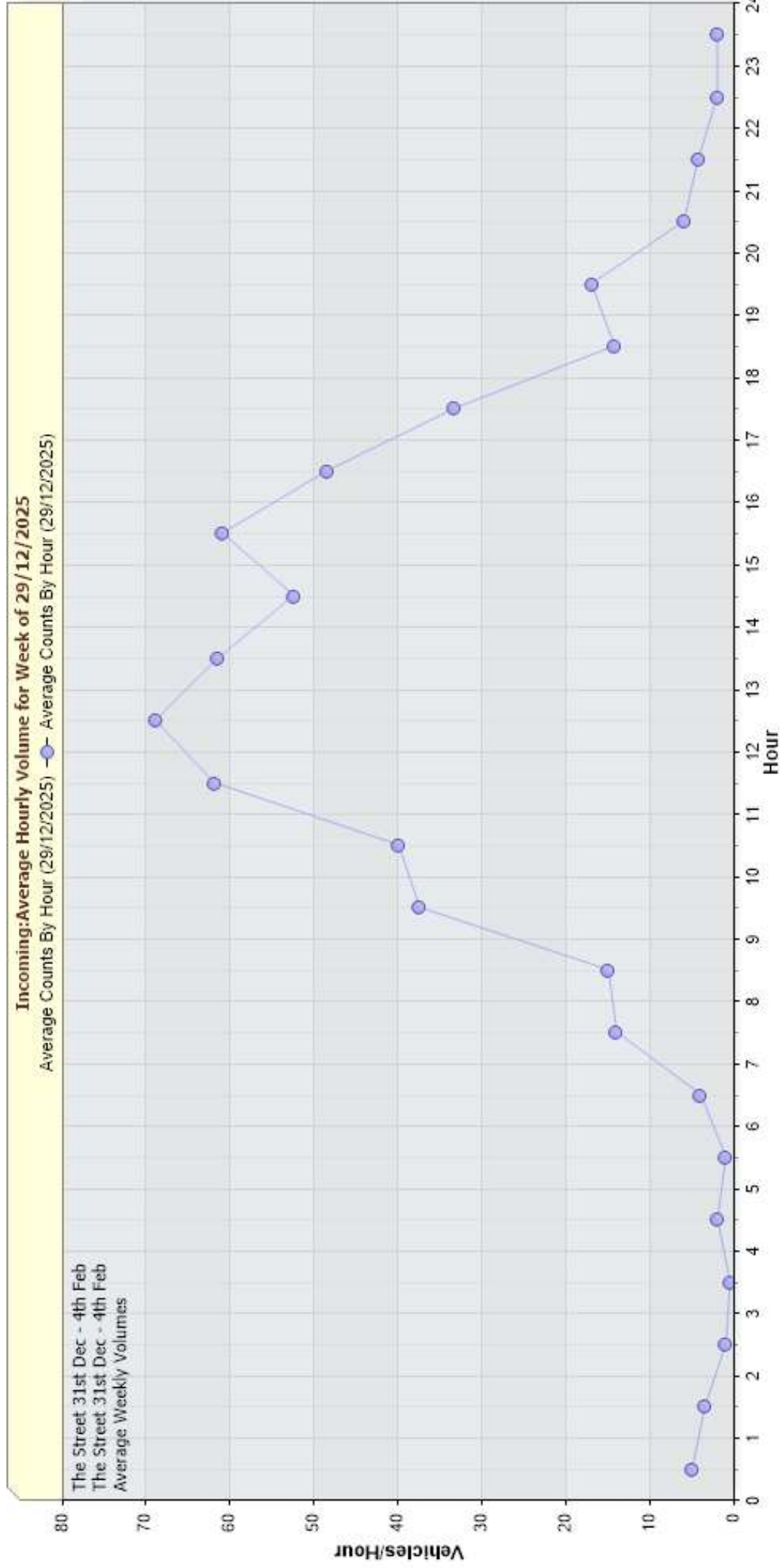
All staff and councillors are responsible for the safety and security of Sutton parish council's IT and email systems. By adhering to this IT and Email Policy, Sutton parish council aims to create a secure and efficient IT environment that supports its mission and goals.

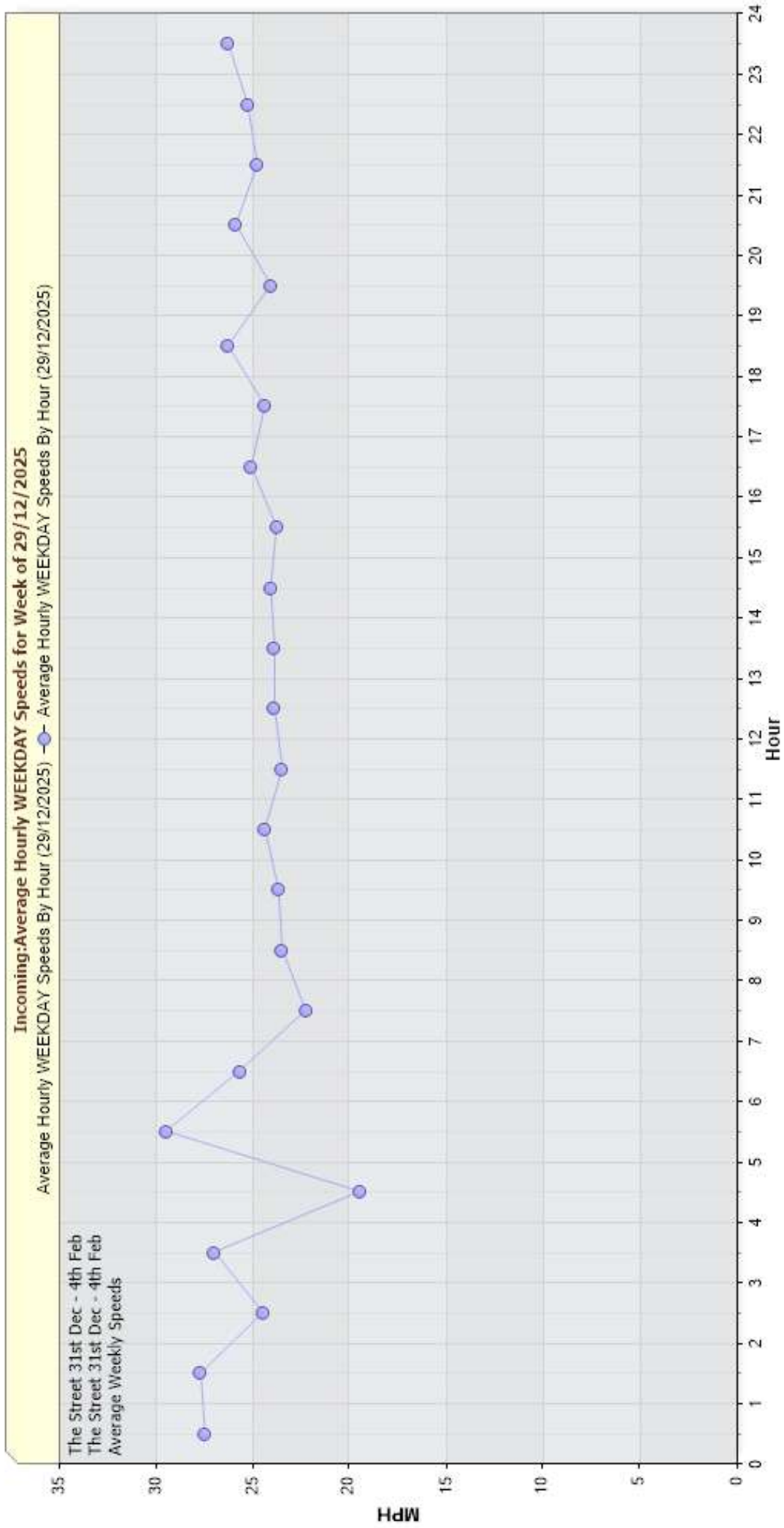
Adopted 10th February 2026

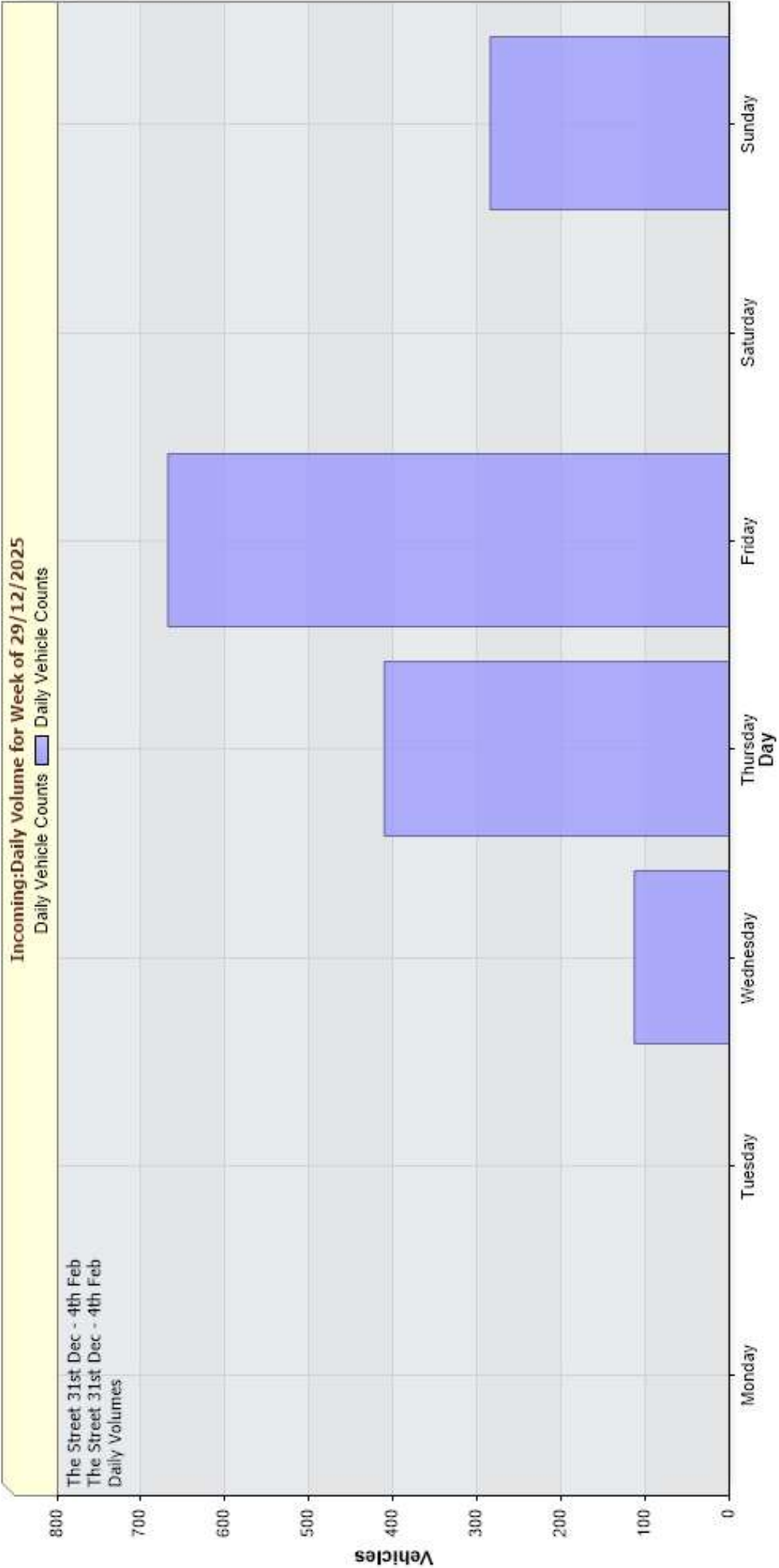
Signature



Role: Parish Clerk

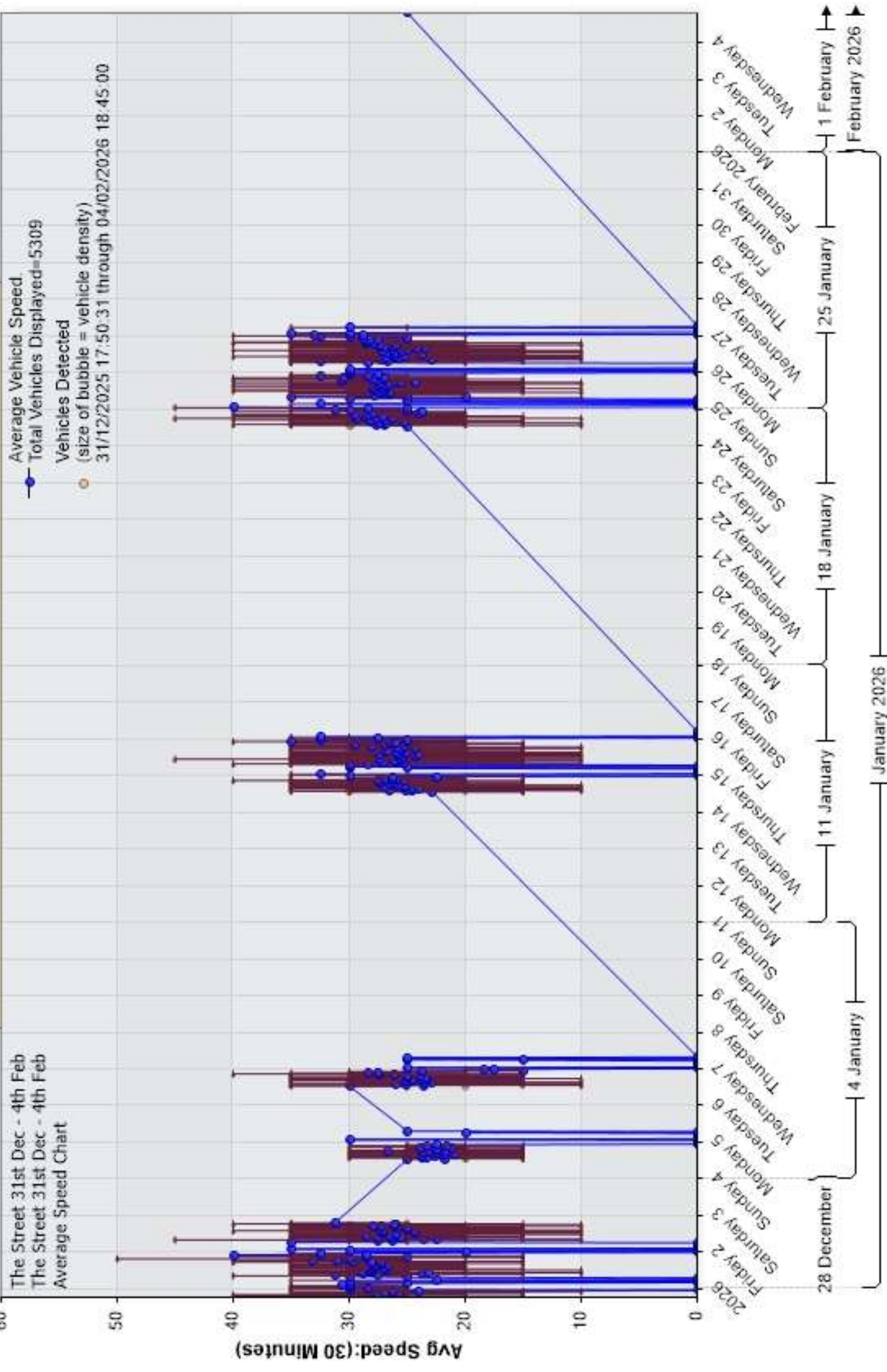






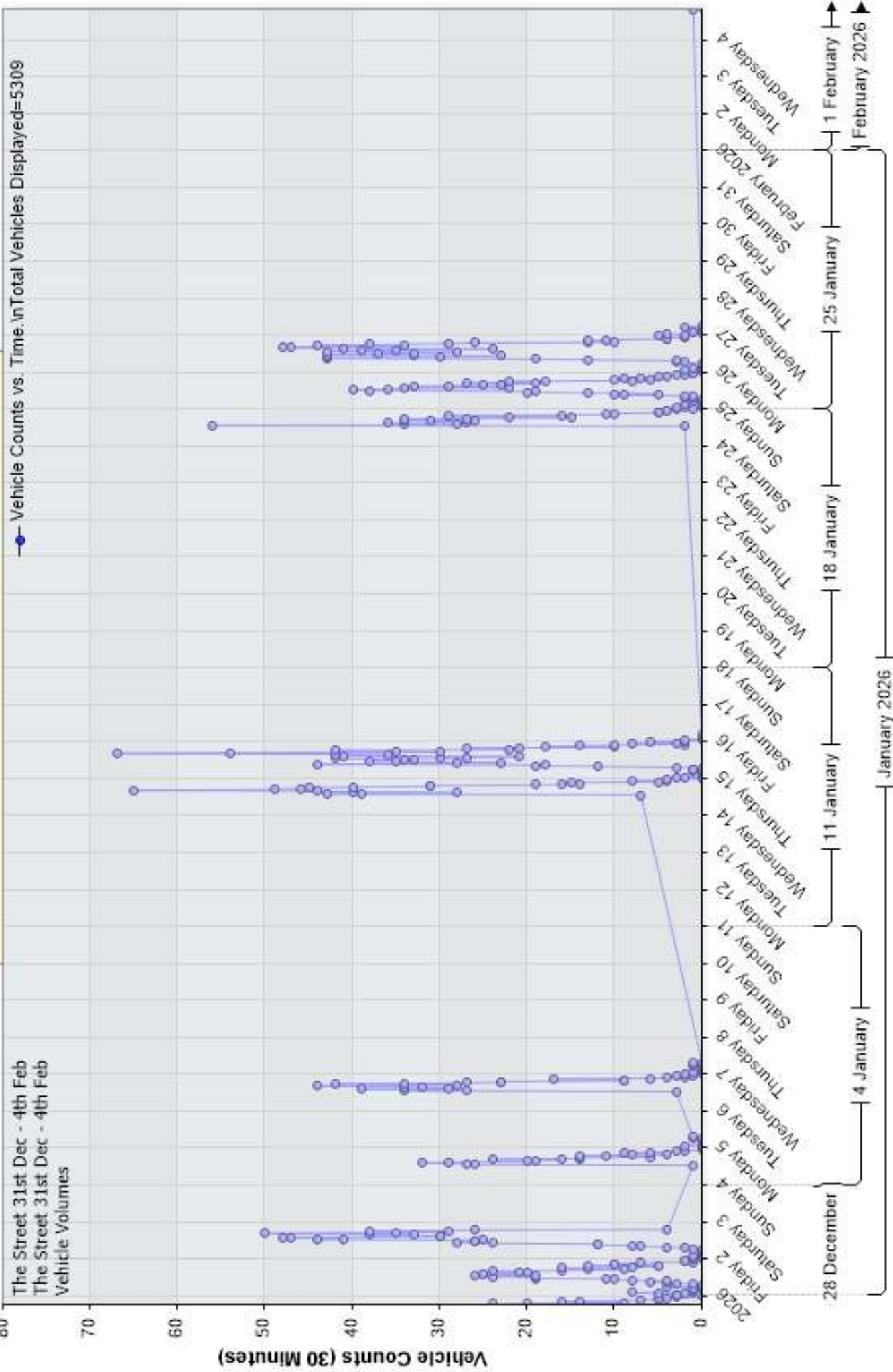
Zoom
help

Average Vehicle Speed (MPH) vs. Time [The Street 31st Dec - 4th Feb:Incoming]

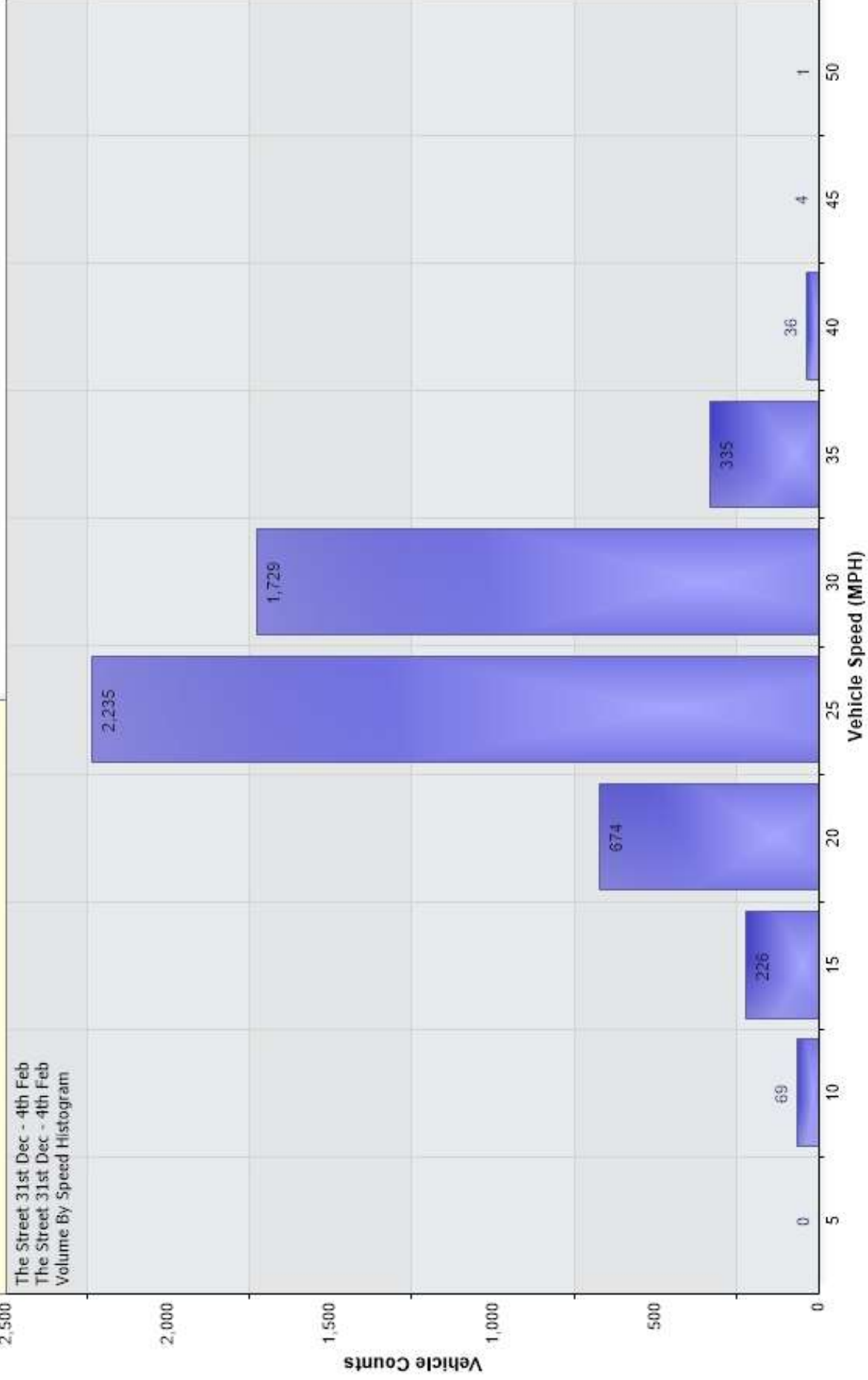


Zoom
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Vehicle Counts vs. Time [The Street 31st Dec - 4th Feb: Incoming]



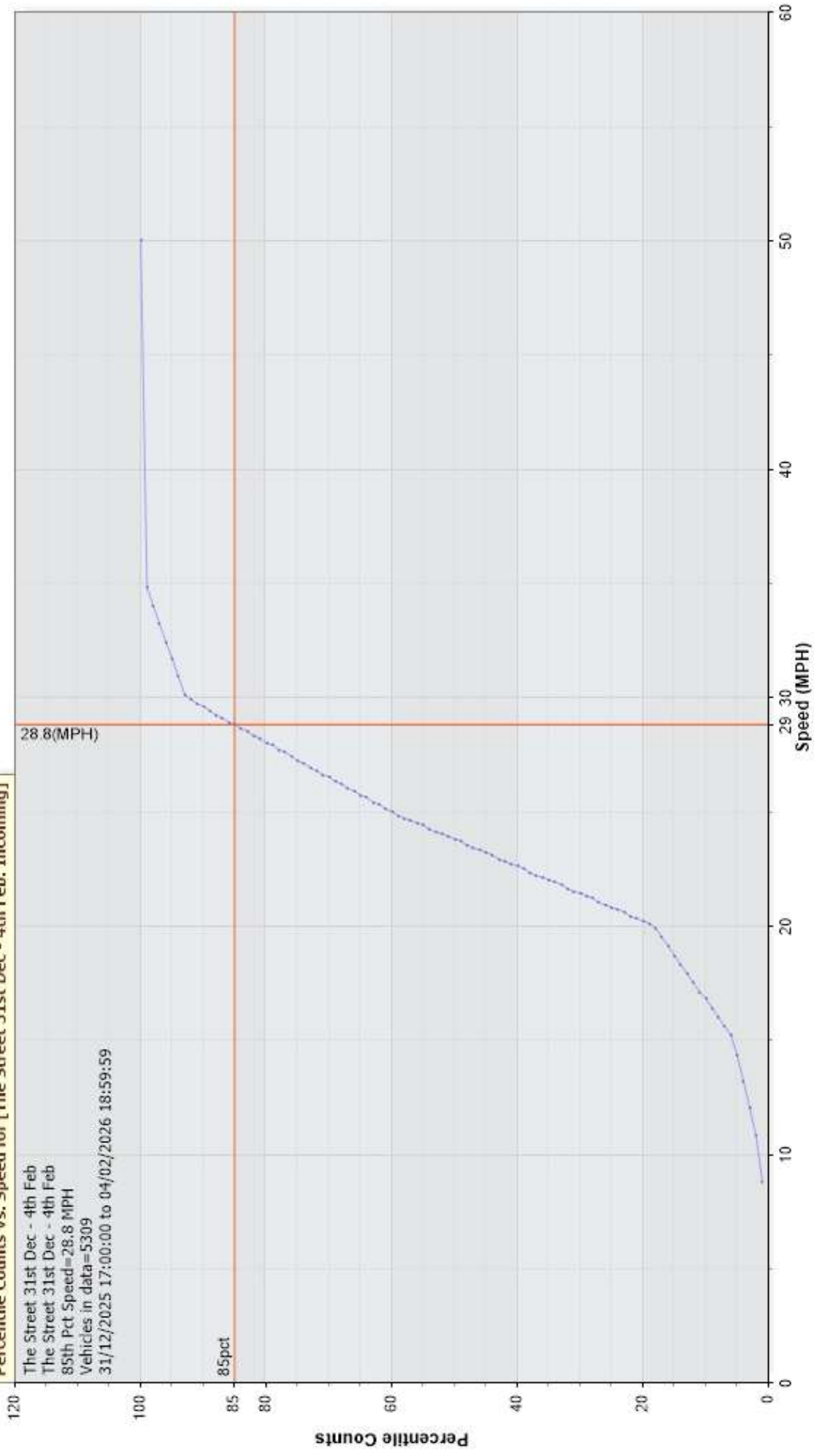
Vehicle Counts Vs. Speed [The Street 31st Dec - 4th Feb: Incoming]

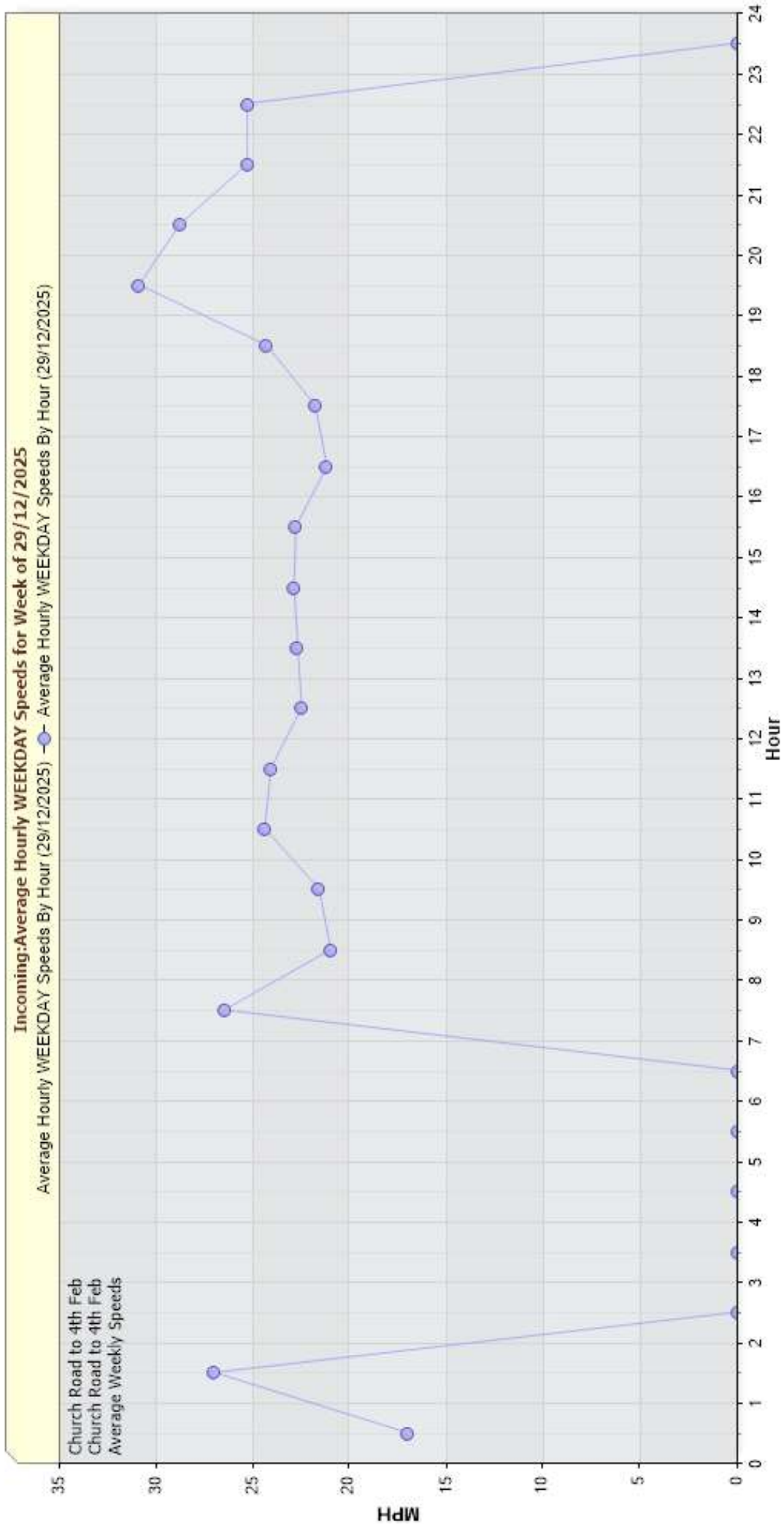


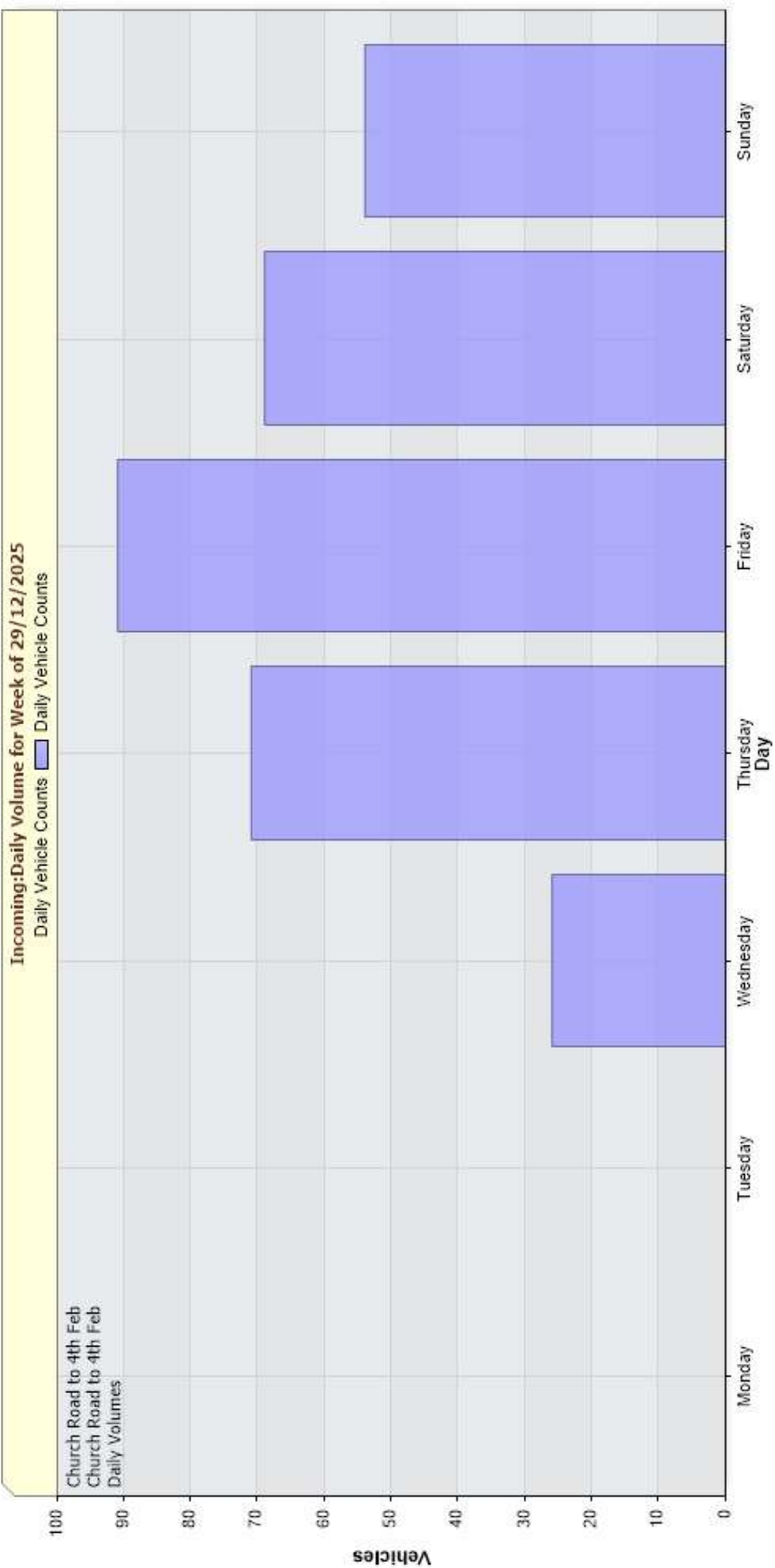
5,309 Counts

Percentile Counts Vs. Speed for [The Street 31st Dec - 4th Feb: Incoming]

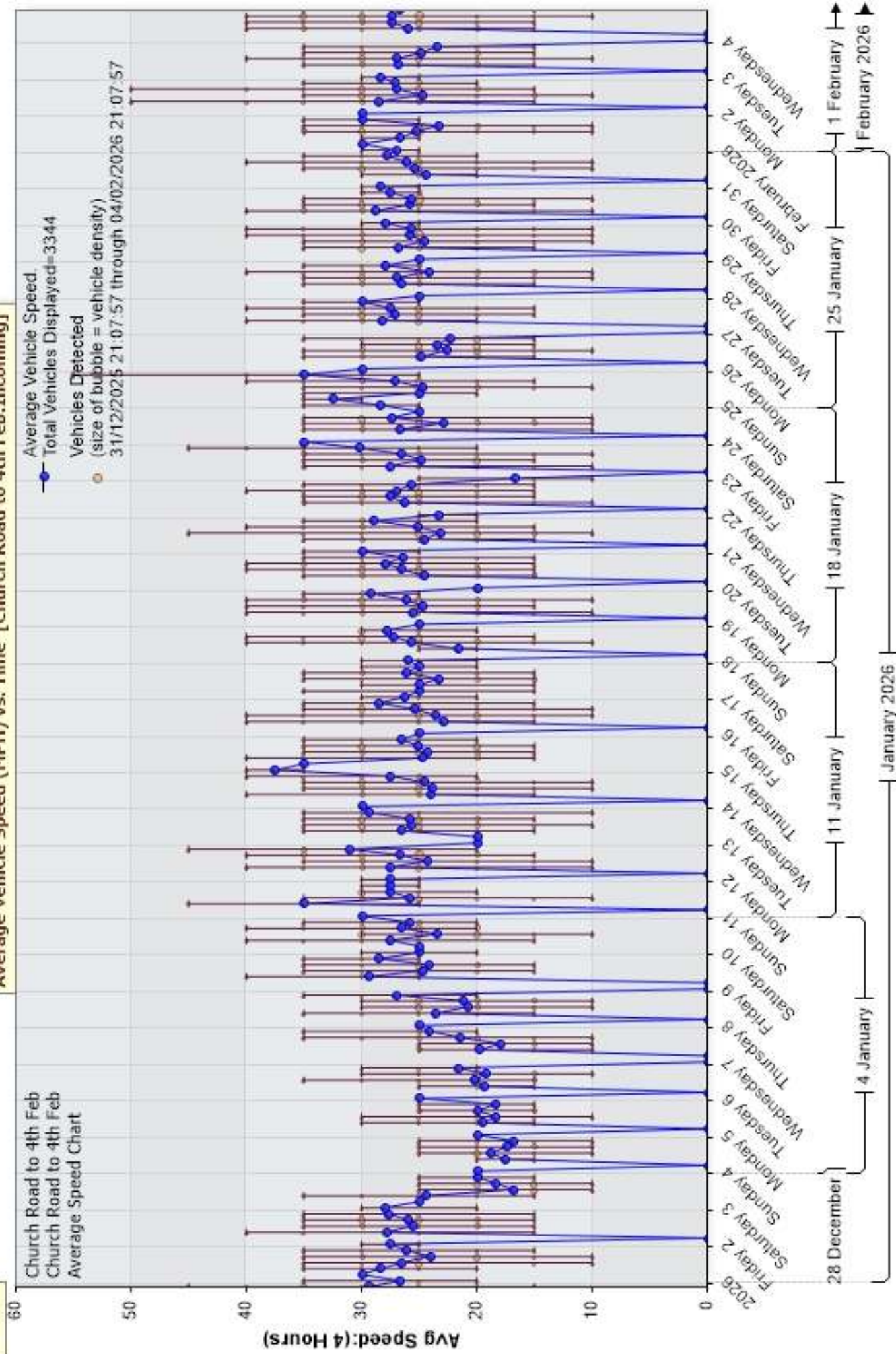
The Street 31st Dec - 4th Feb
The Street 31st Dec - 4th Feb
85th Pct Speed=28.8 MPH
Vehicles in data=5309
31/12/2025 17:00:00 to 04/02/2026 18:59:59



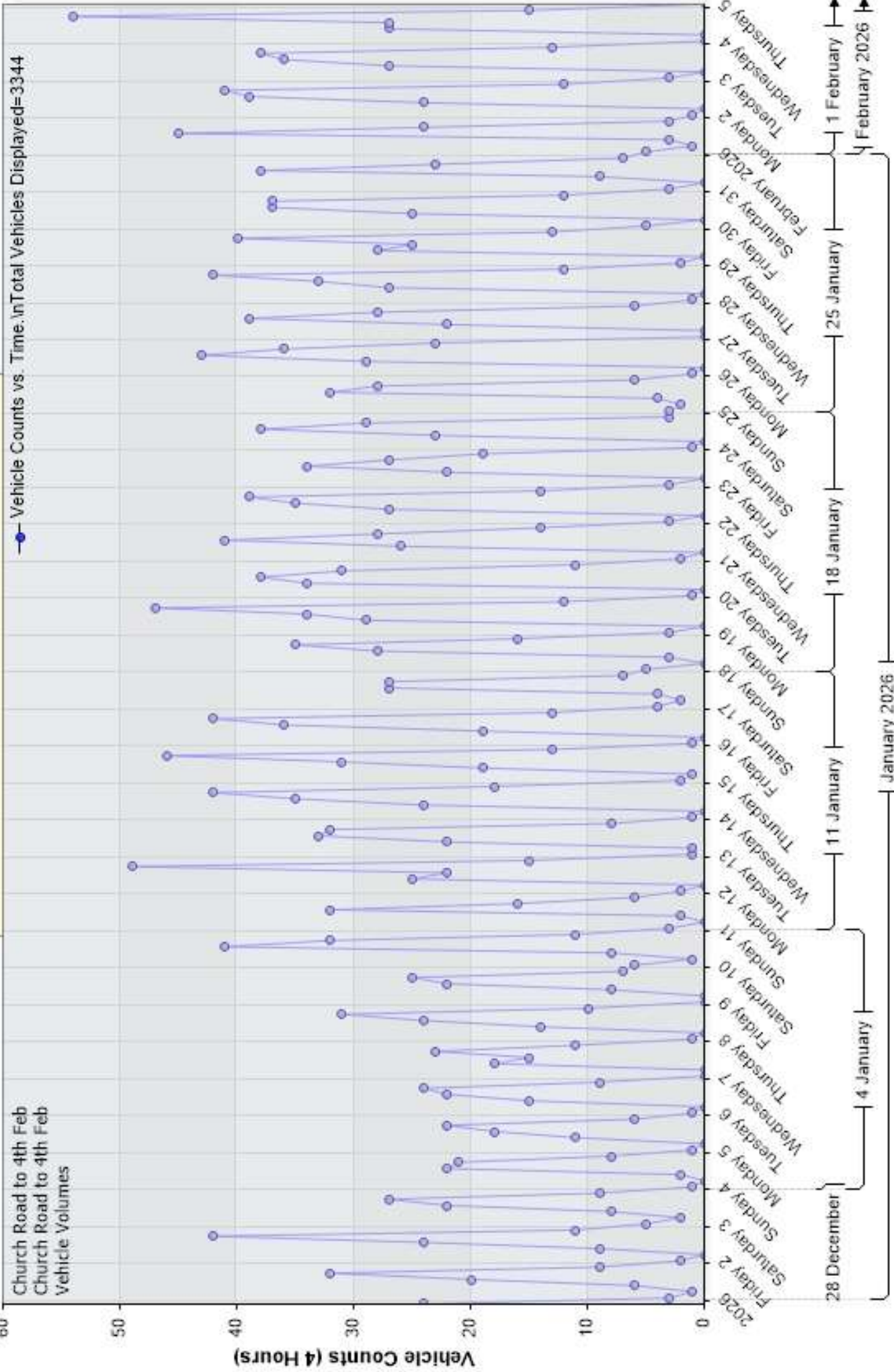




Average Vehicle Speed (MPH) vs. Time [Church Road to 4th Feb:Incoming]

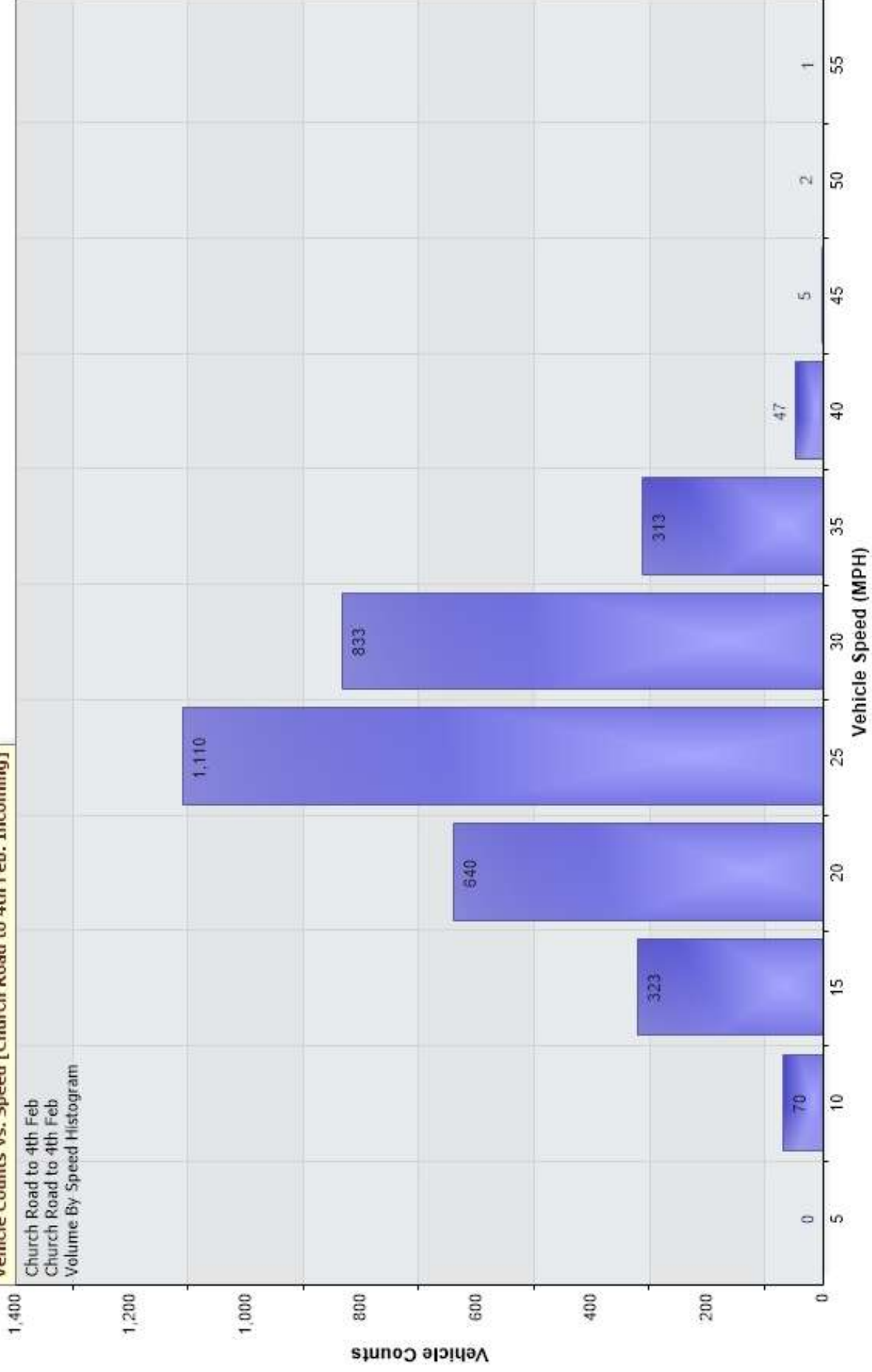


Vehicle Counts vs. Time [Church Road to 4th Feb: Incoming]



Vehicle Counts Vs. Speed [Church Road to 4th Feb: Incoming]

Church Road to 4th Feb
Church Road to 4th Feb
Volume By Speed Histogram



3,344 Counts

Percentile Counts Vs. Speed for [Church Road to 4th Feb: Incoming]

Church Road to 4th Feb

Church Road to 4th Feb

85th Pct Speed=29.2 MPH

Vehicles in data=3344

31/12/2025 17:00:00 to 04/02/2026 18:59:59

